



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award (Two Page)

Instructions:

- Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
- For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
- Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:
Not under your security in FPPS;
Amount of award is \$5000 or greater; or
FY cumulative amount is \$5000 or greater
- Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name: James L. Stewart Employee ID #: (b) (6)
Position Title (optional): _____ PP-Series-Grade(optional): _____
Organization (optional): _____

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award
☐ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☐ Time Off Award

Total Amount of Award (\$): \$500.00 AND/OR Total Number of Hours: _____

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☐ Intangible Benefit

Value of Benefit: ☐ Moderate ☒ Substantial ☐ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☒ Extended ☐ Broad ☐ General

Narrative Justification for Award:

The Office of Civil Enforcement within OECA would like to recognize James L. Stewart for his support and dedication in assisting OCE in the preparation of the consolidated move of ~100 employees. Despite the hectic and sometimes chaotic process, James' calmness and dedication has been refreshing despite multiple last minute requirements. He responded quickly with a supportive attitude whether it was having a locked door opened, assisting us with getting cabinets unlocked where the keys were not available due to employees unavailability.

For his substantial contribution and extended benefit, we are grateful to have him as a part of our time and are honoring him with this award.